


VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Information Services Technician I</u>	CLASSIFICATION CODE: <u>02422300</u>
	SALARY RANGE: <u>(316A) \$30444 - \$33180</u>	REFERENCE POSITION NO.: <u>5550-10000-1950</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>12/06/2005 - 12/13/2005</u>
	Division/Section/Unit: <u>RI College</u>	GRACE PERIOD ENDS: <u>12/16/2005</u>
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday 8:30am - 4:30pm</u>	Job Location: <u>Records, Building 4 - East Campus</u>
	Restrictions/Limitations: <u>LTPS to 5-27-2006</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2879</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliation
	*** In certain agencies, bargaining union applicants will receive preferential consideration in the selection process.	
	B. NON INCUMBENT/NON STATE EMPLOYEE:	
	If indicated above that <u>no civil service</u> is required for this position, you need not complete the information requested on the application. If you are currently employed by the State, please provide the information requested on the application. If an item does not apply, please indicate so. If there is no information to be given, write "none" or "not applicable". If you fail to answer all the questions on the application, you may be considered unqualified for the position.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) / REASONABLE ACCOMMODATION:	
• Reasonable Accommodations: If an applicant is unable to perform any essential functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, the applicant should be considered unqualified for the position.		
• Medical Information: Any medical examination required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHED JOB SPECIFICATION.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a senior high school; and Experience: Such as may have been gained through: employment in a position providing information to the public or employment in a clerical position involving the use of computer equipment and software. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Rhode Island College, Office of Human Resources 600 Mt. Pleasant Avenue, Providence, RI 02908 Attn: Robin Pecunioso, Manager Classified Services	Telephone #: <u>401-456-8443</u> Fax #: <u>401-456-8717</u> TTY/TDD #: <u>1-800-745-5555</u> (Telecommunication Device for the Deaf)
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER